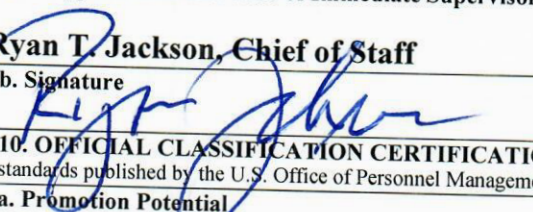
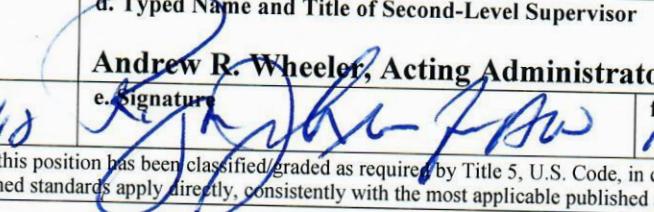
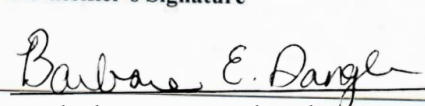


United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER EPGS19006	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position Handbook of Occupational Groups and Families, 12/18; PCS for Public Affairs Series, GS-1035, TS-53, 7/81					
	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Senior Advisor for Agriculture Research	GS	1001	09	001
4. Supervisor's Recommendation	DEPUTY DIRECTOR <i>Agriculture Outreach</i>	GS	0301	09	
5. ORGANIZATIONAL TITLE OF POSITION (if any) Deputy Director for Agriculture Outreach		6. NAME OF EMPLOYEE MILLS, William			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		c.			
b. Office of the Administrator		f.			
c. Office of Public Engagement & Environmental Education		g.			
d. Office of Environmental Education		h. Employing Office Location Washington, DC			
		i. Organization Code A0HB000000			
8. SUPERVISORY STATUS					
<input type="radio"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="radio"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="radio"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="radio"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="radio"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="radio"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor		d. Typed Name and Title of Second-Level Supervisor			
Ryan T. Jackson, Chief of Staff		Andrew R. Wheeler, Acting Administrator			
b. Signature 		c. Date 11/13/18		e. Signature 	
				f. Date 11/13/18	
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential					
<input checked="" type="radio"/> This position has no promotion potential <input type="radio"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation		c. Financial Disclosure Form		d. "Identical, Additional" (IA) Allocation	
<input type="radio"/> 1 Low <input checked="" type="radio"/> 2 Moderate <input type="radio"/> 3 High Security Clearance Required: No		OGE-450 Required X OGE-278 Required No financial disclosure forms required		This position <input type="radio"/> may be IA'ed <input type="radio"/> may not be IA'ed <input checked="" type="radio"/> is limited to current incumbent	
				e. FLSA Determination	
				<input checked="" type="radio"/> NONEXEMPT <input type="radio"/> EXEMPT* (*check exemption category) <input type="radio"/> Administrative <input type="radio"/> Professional <input type="radio"/> Executive	
g. Bargaining Unit Code		h. Check, if applicable:		i. Classifier's Signature	
8888		<input type="radio"/> Medical Monitoring Required <input type="radio"/> Extramural Resources Management Duties (0 % of time) <input type="radio"/> This position is subject to random drug testing ()			
				j. Date	
				1/29/19	
11. REMARKS					
Excluded from bargaining unit because content of meetings may include content related to personnel and labor-management relations.					

Senior Advisor for Agriculture Research

GS-1001-09

INTRODUCTION

The position is located in the Office of Environmental Education, (OEE), in the Office of Public Engagement and Environmental Education, in the Office of the Administrator. The incumbent serves as the Senior Advisor for Agriculture Research. Assists the Associate Administrator, (AA), for Agriculture Outreach in their work planning, directing, and executing public environmental education activities for OEE's core programs that are written in statute. The position's work focuses on outreach pertaining to agricultural issues before the agency.

MAJOR DUTIES AND RESPONSIBILITIES

1. Serves as a Senior Advisor for Agriculture Research; planning and promoting EPA information and education programs related to agriculture and environmental education, through various stakeholders such as state and local government officials, Congressional/legislative staff, professional and civic organizations, the media and members of the general public. Programs are developed under the guidance and approval of a senior personnel. The position explains the benefits of the environmental education programs to stakeholders and develops parts of the strategic messaging plan for environmental education.
2. Serves as a liaison between the AA and the Office of Public Affairs and the Office of Congressional and Intergovernmental Relations in the coordination of messaging pertaining to Environmental Education and Agricultural issues. Coordinates closely with the National Environmental Education Advisory Council in order to ensure that the Administrator receives advice regularly from the council.
3. Draws on agriculture knowledge and research to develop reports and briefings on findings relating the work of the office and Agency to agriculture. Develops information and analysis to present information at the appropriate level for the intended audience. These reports are reviewed by senior personnel.
4. Helps senior staff with development and integration of strategic messaging pertaining to environmental education, including making recommendations for improvement. Develops written materials which transmit information concerning the nature and purpose of the Agency's Agriculture Outreach programs, projects, items of concern to the general public or more specialized public. Responds, in oral and written form, to requests for information by

determining the nature of the data required and collecting and assembling the material using the appropriate format and style based on needs and organization practices. Drafts public notices for a variety of reasons. Materials are developed under the guidance and approval of a higher graded specialist.

5. Identifies areas to be addressed with the public, needs of the target audience, and communication techniques most appropriate; develops recommended approaches and drafts of material for AA's approval. Establishes familiarity with Agency programs, necessary to anticipate impacts program changes might have upon public opinion and concerns. Advises program officials regarding the content and presentation of information materials submitted for dissemination or other information purposes. Along with higher graded specialist, meets with representatives of interest groups to provide and gather information.
6. Works with office staff to promote and grant environmental education grants and financial support for environmental education projects and environmental awareness projects from a wide array of grant applicants including local education agencies, Colleges or universities, nonprofits, and tribal education agencies.
7. Works with more senior staff to promote the Awards for Environmental Education including to Youths, Educations and others.
8. Performs other duties as assigned.

FACTOR LEVEL DESCRIPTIONS

Factor 1 - Knowledge Required by the Position

Level I-6 (950 Points)

Knowledge of standard communication principles, practices, and techniques sufficient to disseminate information through various communication channels to specific audiences.

Skill in written and oral communication.

Knowledge of agriculture and skill in researching and analyzing information sufficient to prepare reports for senior staff members.

Skill in establishing effective relationships with program staff and representatives internal and external to the Agency sufficient to provide accurate and timely responses to requests for information.

Knowledge of environmental regulations and Agency policies sufficient to draft informational materials on the Environmental Education programs.

**Factor 2 - Supervisory Controls
points)**

Level 2-3 (275

The position reports to the AA. The supervisor determines the objectives, priorities and deadlines of assignments. Higher graded staff assist the position with unusual or controversial problems or issues.

The position independently carries out the development and dissemination of information on environmental programs and agency policies. Problems arising related to these activities are resolved according to established policies and procedures, previous instructions, or standard communication techniques and practices.

Assignments, including development of reports, briefings, public notices, etc. are reviewed for technical accuracy, appropriateness, and conformance to program objectives.

Factor 3 - Guidelines

Level 3-3 (275 points)

Guidelines including operating instructions, manuals, agency or local policies and regulations, and standard agency practices and precedents are readily available and generally applicable to situations encountered, although some gaps exist in specific areas.

For routine work situations, the position independently selects, interprets and applies the guides, modifying and adapting them to suit specific situations not directly covered by the guidelines. In addition, the position is beginning to interpret and apply guidelines and precedents in some unusual situations without assistance from others.

**Factors 4 - Complexity
points)**

Level 4-3 (150

The work requires research and analysis to develop and present written materials, including briefings, reports, public notices, etc. conveying basic information on environmental education policies and programs to various publics, internal and external to the Agency, with varying levels of understanding on subjects.

Decisions regarding what needs to be done require analysis of issues related to each individual assignment and the channel(s) selected for disseminating information to enhance public understanding of Agency and the Environmental Education objectives.

The work requires using a variety of oral and written communication methods and approaches to present and explain environmental activities in a logical and clarifying manner, and in a structured setting, to achieve public understanding and support for agency programs or policies. The position also provides recommendations for program improvement to senior personnel.

Factor 5 - Scope and Effect

Level 5-3 (150 points)

The purpose of the work is to assist the AA, research and report on agriculture in relation to Agency programs and activities, and to convey information of a recurring nature on environmental education and agriculture programs and policies to the public and specific groups. The position explains the benefits of the environmental education programs to interested groups and develops parts of the strategic messaging plan for environmental education.

The work contributes to the achievement of environmental education program objectives by improving communication between EPA and the various publics affected by its programs or policies, as well as supporting the needs of the AA.

Factor 6 - Personal Contacts

Level 6-2 (25 points)

Personal contacts include program staff in the same agency but outside the office, and at various levels of the organization including offices in headquarters or other regional offices. Contacts also include specific groups or individuals from outside EPA where the nature of the contact may not be clear. Typical of such contacts may be requests from organizations or individuals for information about the Environmental Education policies and programs.

Factor 7 - Purpose of Contacts

Level 7-2 (50 points)

The purpose of contacts is to coordinate activities or plans with management officials and program staff, internal and external stakeholders, or individuals sharing the same goals and interests, or to advise senior staff on techniques to use in disseminating information of a factual nature to the media and specific groups.

Factor 8 - Physical Demands

Level 8-1 (5 points)

Work is usually performed sitting at a desk, in news conferences, briefings, meetings, etc; no special physical demands are involved in performing the work.

Factor 9 - Work Environment**Level 9-1 (5 points)**

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of office settings. The work area is adequately lighted, heated and ventilated.

TOTAL POINTS: 1885**Grade Range: 1855-2100**